

SANDRA CAVES – PROFILE APRIL 2006

BUSINESS ACHIEVEMENTS

2002 – 2006 Principal of Lighthouse Blue

Lighthouse Blue (originally known as SMC Consulting) is a business management and mentoring practice begun in June 2002. Clients have received professional help and expertise in a number of ways

- ◆ Reorganising financial and administration practices and systems
- ◆ Managing client's accounting staff
- ◆ Undertaking higher level accounting duties such as developing cashflow forecasts, income and expenditure budgets, capital budgets, completing workers compensation insurance returns etc
- ◆ Undertaking due diligence investigations on businesses to be purchased
- ◆ Preparing submissions for an extra-contractual claim that returned 368% more than the client had expected
- ◆ Assisting in the integration of new businesses with existing
- ◆ Coaching clients through the process of researching and starting or purchasing a new businesses
- ◆ Negotiating leases and purchases of commercial premises
- ◆ Coaching clients in managing their businesses
- ◆ Educating clients on how to read and interpret financial reports

1995 – 2002 WENONA SCHOOL Business Manager

Managing all financial, administrative, HR, technology, risk management and property issues for this Independent Girls' School with 720 students and 120 permanent and 200 casual staff including:

- ◆ Developing and implementing financial budgeting processes,
- ◆ Developing and introducing monthly management reports, Developing a cashflow forecast system

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- ◆ Managing 28 staff,
- ◆ Standardising and documenting the enrolment processes ensuring it was legally robust, procedurally sound and in keeping with the ethos of the School,
- ◆ Developing conceptual framework for database of 2000 enrolment records, 850 current student and family records and overseeing its redevelopment,
- ◆ Developing and implementing position descriptions for all administration staff
- ◆ Developing a standard set of letters of appointment covering five different industrial awards,
- ◆ Implementing standard recruiting procedures,
- ◆ Writing procedures for FBT rebateable salary packaging,
- ◆ Integrating 4 payroll systems into one new system and bringing payroll in-house,
- ◆ Managing installation of a computer network taking the school from 15 stand alone computers in 1995 to 600 laptops, 120 desktops, 10 file servers, and internet and intranet site by 2002
- ◆ Managing legal issues related to purchase of school property,
- ◆ Co-ordinating use and maintenance of school facilities,
- ◆ Designing building fitouts.

1990 – 1995

OWEN HODGE SOLICITORS

General Manager

Managing all financial and administrative aspects of this practice with 6 partners and 30 staff including:

- ◆ Implementing monthly management accounting,
- ◆ Introducing annual budgeting of income and expenditure,
- ◆ Introducing fee earner billing targets and analysis of fees by fee earner, team and area of law,

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- ◆ Developing and implementing cash flow management system,
- ◆ Managing debtors accounts,
- ◆ Managing the Firm's overdraft,
- ◆ Analysing business plans and identifying profitable core activities,
- ◆ Co-ordinating relocation of premises and office fit out,
- ◆ Mentoring partners in staff management skills,
- ◆ Introducing networked computer system,
- ◆ Training staff,
- ◆ Establishing and monitoring marketing plans for each fee earner,
- ◆ Developing the image and vision of the firm and ensuring that this was consistently portrayed,

1990 - 1990	ANGLICAN BOARD OF EDUCATION Account Administrator
1989 - 1990	OTC CORPORATION Systems Accountant
1988 - 1989	ROYAL AUSTRALASIAN COLLEGE OF PHYSICIANS College Accountant
1986 - 1988	WOOLWORTHS LIMITED Divisional Accountant
1985 - 1986	MEDICAL BENEFITS FUND OF AUSTRALIA New South Wales Expenditure Accountant
1984 - 1985	COOPERS & LYBRAND Graduate Accountant
1980 - 1981	COOPERS & LYBRAND Cadet Accountant

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EDUCATIONAL & PROFESSIONAL QUALIFICATIONS

- **Master of Commerce**
(Specialising in Organisation and Management Studies)
University of New South Wales 1999
- **Bachelor of Commerce (with Merit)**
(Major in Accounting)
University of Wollongong 1985
- **Certified Practising Accountant**
Australian Society of Certified Practising Accountants 1999
- **Member**
Australian Institute of Management 1994

OTHER QUALIFICATIONS & COURSES TAKEN

- **CPA Program Taxation Segment**
CPA Australia 2004
- **Legal Practice Management and Development Workshop**
The Financial Management Research Centre 1991
- **NLP Practitioner**
Southern Lands NLP 1993
- **Skills In Conflict Resolution**
The Conflict Resolution Network 1992
- **Conflict Resolution Trainers' Workshop**
The Conflict Resolution Network 1993
- **Accredited Telephone Counsellor**
Lifeline Sydney 1993
- **Accredited Training Group Facilitator**
Lifeline Sydney 1999
- **Accredited Telephone Counselling Referral Officer**
Lifeline Sydney 2001